

**Developmental Disabilities Council**  
**Meeting Minutes**  
**Wednesday, April 17, 2019**  
**DDDS Fox Run, 2540 Wrangle Hill Road, Bear DE**  
**6:00 – 9:00 p.m.**

**\*\*Due to the sensitive nature of some items on this agenda, the meeting will only be held at  
DDDS Fox Run Location\*\***

**Members Present:** Rick Kosmalski (Chair), Teesie Bonk, Maitri Campbell, Moni Edgar, Karen Gallagher, Derrick George, Isabel-Rivera Green, Terri Hancharick, Michael Harris, Katie Howe, Nancy Lemus, Debra McCann, Daniese McMullin-Powell, Dale Matusевич, Joseph Merritt, Beth Mineo, Angela Mitchell, Laura Waterland

**Members Absent:** Alvin Emory, Jr., Laura Greene, HarrietAnn Litwin, Katie Macklin, Carrie Melchisky, Chris Oakes, Shawn Rohe, Steve Yeatman

**Staff Present:** Stefanie Lancaster, Kristin Harvey, Emmanuel Jenkins

**Guests Present:** Victoria Counihan (Deputy Attorney General), Catherine Pringle, Joseph Swiski

**I. Call to Order** – With a quorum present, the meeting was called to order by Rick Kosmalski at 6:22 p.m. Prior to the Executive Session, Council members voted unanimously to allow the staff members to stay as well as Joe Swiski (Department of Safety and Homeland Security (DSHS) Chief of Administration) and Victoria Counihan (Deputy Attorney General). Daniese McMullin-Powell made a motion to go into Executive Session. Dale Matusевич seconded the motion. Katie Howe abstained from the vote. The vote was approved to go into Executive Session.

**II. Executive session pursuant to 29 Del.C. sections 10004 (b)(6) (discussion of the content of documents, excluded from the definition of public record, where such discussion may disclose the contents of such documents) and 10002 (1)(1)(personnel files, the disclosure of which would constitute an invasion of personal privacy, are not public documents), (1)(3)(certain investigatory files are not public documents), & (1)(6)(any records specifically exempted from public disclosure by statute or common law are not public documents** – After the completion of the Executive session, the Council voted and was approved to delegate authority – with regards to developing the job posting for the Executive Director’s position – to the Personnel Committee. If any members of the Council or staff plan to apply for the position, they should ensure that they recuse themselves from any of the discussions.

ITACC: Information and Assistance Center for Councils on Developmental Disabilities (ITACC) has a guidance booklet that is available titled “How to Hire an Executive Director”. The Personnel Committee will need to do the following: draft the job description/posting, select the interview panel, and develop the interview questions. The Personnel Committee will meet on Monday, April 29<sup>th</sup> at 11 a.m. Information will be sent out by the DDC staff with more information.

**III. Adjournment** – The meeting was adjourned at 8:16 p.m.